



ADULT APPLICATION FOR VOLUNTEER / COMMUNITY SERVICE

4569 Prestwick Drive, Reading, PA 19606 PHONE: 610-406-8431

Thank you for your interest in VOLUNTEERING. Please read this ENTIRE application.

According to PENNSYLVANIA STATE LAW, volunteers who work directly with or interact with children must provide clearances. We ask all of our adult volunteers to have clearances on file with us. Find website information attached on a separate page.

- Note: the Library's main need is for help with SHELVING. This involves the ability to stand for at least a 2-hour shift, lifting & carrying stacks of books, and pushing heavy carts.
- **Please be aware - This is an application only. It is neither a commitment to, nor promise of, a volunteer opportunity.**
- **Applications will be reviewed as time allows & applicants contacted for a brief interview prior to scheduling.** Adults needing to fulfill COURT-ORDERED community service requirements should be aware that not all applicants will be considered for service in the library
- **A health and safety waiver for each potential volunteer is included with this application.** See attached form.

PLEASE PRINT CLEARLY

FILL IN BOTH SIDES OF THIS APPLICATION

Name _____ I am 18 years old or more _____

Home Address _____ Email: _____

Home / Cell Ph# _____ Preferred method of contact: _____

Emergency Contact: Name: _____ (relationship) _____

Phone Number: _____

Employment (Current OR Retired From Employer, as applicable)

Position/Title _____ Dates of Employment _____

Company/Employer _____

Address & Phone# _____

When would you be able to volunteer?

We are asking applicants for a commitment of at least 20 hours of service over a period of weeks or months. A weekly schedule will be set with a **2 hr time slot** to volunteer. Please indicate all times you would be available for an on-going weekly schedule. Remember, many people are already volunteering & your first choice may not be available. We will work with you on the timing.

The Library's regular hours are **Mon & Tues 9AM - 7PM, Wed 9AM - 6PM, Thurs & Fri 9AM - 4PM, Sat 8AM - 3PM**

(Indicate hours available below; example: Mon 9-11 & 4-7, Tues 9-11, Wed 2-4, No Thurs, No Fri, Sat 12-3)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Indicate preferred or best time slot: _____

Groups, clubs, organizational membership:

Skills:

COMPUTERS (circle all that apply): Word Windows Google Docs Tablets/Smart Phones Other (specify) _____

LANGUAGE OTHER THAN ENGLISH (specify) _____

SPECIAL SKILLS OR HOBBIES (please describe) _____

Please describe your prior volunteer experience (include organization names and dates of service) _____

Why do you want to volunteer at the Exeter Community Library? [What do you want to gain from this volunteer experience?]

Have you ever been convicted of a crime? Conviction of a crime is not an automatic disqualification for volunteer work.

Adults still need to provide Clearances as indicated on the front of this application.

Please describe type of activity resulting in Court mandated community service, i.e. DUI, Retail Theft:

YES _____

If hours are to fulfill a requirement – NAME of Agency or Organization _____

Agency or Organization Contact information for library to report fulfilled hours:

(Person's name & email/phone) : _____

Number of **HOURS** required _____ by **what DATE** do they need to be FULFILLED? mm/dd/yy _____

Applicant **SIGNATURE:** _____ **DATE:** _____

Exeter Community Library does not discriminate, regardless of age, race, religion, gender, or sexual orientation. The Library receives **many** applications. We will contact you as soon as possible **if there is an opening**. We strive to give everyone the volunteer opportunity they need/want in a timely manner. We ask for your patience.

FOR OFFICE USE ONLY:

APPLICATION RECEIVED: _____ **DATE CALLED:** _____ **INTERVIEW:** _____

REFERENCE CALLS: _____

NOT APPROVED: **REASON:** _____

APPROVED: **START DATE:** _____ **END DATE:** _____ **TIMESLOT:** _____

INITIALS: _____